

Gift-In-Kind Acceptance (GIK)

Purpose:
Used to request acceptance of a non-monetary gift from a donor. Submit all relevant documentation with this form (e.g. legal documents, receipts, appraisal). For additional information, see the SIUE Foundation (SIUEF) Gift Acceptance Policy.

Today's Date: _____

SIUE Unit Requesting GIK Acceptance	
SIUE Unit Name:	
SIUE Unit Contact Person:	
Email Address:	
Does this GIK benefit more than one unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, list unit(s):	
Is Donor requesting recognition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
If Yes, explain:	

Donor Information	
Donor Name:	
Donor Street Address	
Donor City, State, Zip:	
Donor Phone:	
Donor Email Address:	
Donor ID #:	
Is Donor seeking charitable deduction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Donor transferring title to SIUEF?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Donor seeking IRS Form 8283?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: Form 8283 is to report information about noncash charitable contributions when the amount of their deduction for all noncash gifts is more than \$500.00	

NOTE: If donor is not transferring title of item to SIUEF, this form is null and void/not applicable.

Gift-In-Kind (GIK) Information & Special Circumstances			
GIK Nature:	<input type="checkbox"/> Consumable/Usable	<input type="checkbox"/> To be sold	Fund Number/Description: _____
GIK Description:			
If consumable/usable, how will GIK be used to support SIUE's mission?			
GIK Approximate Value:		Valuation Method:	<input type="checkbox"/> Qualified Appraisal <input type="checkbox"/> Vendor/Donor Documentation <input type="checkbox"/> Itemized Inventory List <input type="checkbox"/> Published Market Comparable (catalog, internet)
GIK Date of Ownership Transfer:		Written contract or agreement?	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, attach proposed contract <i>Note: SIUE units should not sign contracts or agreements.</i>
Restrictions on use?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, explain:	
Donor external reporting requirements?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, explain:	
Hazardous Concerns?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, explain:	
Additional expense (delivery/ storage/ maintenance)	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, explain:	
Formerly offered as temporary use/borrowed?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, explain:	
GIK Employee Custodian - Name:			
Campus Phone:		Email Address:	

Certification & Approval

SIUE Foundation	Date	Unit Development Officer	Date
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SIUE acceptance: _____

**SIUEF will transfer fixed asset Gift-in-Kind data to SIUE Administrative Accounting on a quarterly basis per SIUE protocol.
SIUE University Advancement office will send executed Gift-in-Kind Acceptance Form to the benefitting department.**